



PROVIDENCE

ASSOCIATE DIRECTOR OF STUDENT LIFE – OTTERBURNE

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to the Vice President of Student Life, the Associate Director of Student Life, Otterburne promotes strategies and programs designed to positively impact student learning, student satisfaction, engagement and success. The responsibilities of the position are centered on Providence's mission to support the holistic development of its students and to retain them. Providence facilitates an optimally respectful, diverse, and inclusive campus culture that promotes student well-being and success. The Associate Director of Student Life, Otterburne ensures the Student Life in Otterburne is supported and the programs are on track institutionally.

SUMMARY OF DUTIES AND RESPONSIBILITIES

MANAGEMENT OF THE STUDENT LIFE DEPARTMENT IN OTTERBURNE

- Planning and chairing weekly meetings with the department
- Meetings with staff members individually on a regular basis
- Problem solving with staff members when issues come up, keeping informed and aware of everything going on in Student Life
- Coordinate and facilitate hiring and training of staff, organizing professional development and team bonding, etc.
- Oversee departmental programming, including attending occasional community events

ACCOUNTABILITY PROCESS ADMINISTRATION

- When student life accountability issues arise, ensure they are addressed through the accountability process as needed
- Act as chair of Accountability Committee for Otterburne when necessary

OVERSIGHT OF OTTERBURNE POLICIES AND PROCEDURES

- Ensuring the Otterburne Student Handbook is kept up to date
- In consultation with the Vice President of Student Life, writing or modifying policies relevant to Otterburne



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ADMINISTRATION

- Tracking budget expenditures and preparing expense claims, credit card reconciliations, etc.
- Liaising with the Vice President of Student Life to determine an appropriate budget for the department
- Sending out emails to all Otterburne students when necessary
- Miscellaneous administrative tasks associated with managing the department (signing off on forms, etc.)

REPRESENTING STUDENT LIFE IN OTTERBURNE

- Attending regular meetings with faculty, etc. in Otterburne
- Facilitating impromptu meetings to problem solve issues as they come up
- Serving on committees and task forces as requested

STRATEGIC SHORT AND LONG-TERM PLANNING

- Professional development
- Providence today and the future
- Liaise with other student life professionals, etc.
- Strategy planning meetings at the institution

COMPETENCIES

- Communication: Excellent skills both oral and written and interpersonal communication and diplomacy; between departments, students, staff, faculty, and external contacts;
- Strong organizational and detail supervisory skills: creating a positive teamwork approach;
- Initiative: A willingness to take on responsibilities and challenges;
- Dependability: Reliable, responsible, and dependable, and fulfilling obligations;
- Attention to Detail: Attentive to detail and thorough in completing work tasks;
- Multi-task: Ability to work on multiple tasks; ability to prioritize a high volume of tasks and activities;
- Strategic thinking; big-picture thinking, an understanding of how students grow and develop best;
- Solution minded: Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions;
- Initiative/Vision. Take initiative to ensure the program is growing in the right direction;
- Flexibility/adaptability;
- Administrative skills;



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- Time management

EDUCATION & QUALIFICATIONS

- Master's degree in Student Life or Higher Education required;
- Minimum 5 years Student Life experience or 10 years experience in a related field in a post-secondary setting;
- Supervisory/Management: Minimum 3 years experience leading staff, identifying and resolving related challenges;
- First Aid and Mental Health Aid certifications an asset;
- Proficient in MS Office 365;

PERSONAL COMMITMENT

- An active personal Christian faith commitment.
- A commitment to Christian higher education.
- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

WORK ARRANGEMENT

- This is a full-time position at 37.5 hours per week. Some evenings & weekends are required.

APPLY

Submit a cover letter and resume by email to:
Leshia Verkerk, Vice President of Student Life
c/o Marlin Reimer, Director of Human Resources
Email: hr@prov.ca

Start Date: As soon as possible.

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. Applications from members of underrepresented groups are especially welcome. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at prov.ca.